



## PROMOTION AND TENURE DATES & DEADLINES

AY 2016-2017

<u>DATE/DEADLINE</u>	<u>DETAILS</u>
<b>Monday, October 3, 2016</b>	Deans/P&T Coordinators notify the Office for Faculty Affairs (OFA) of Promotion and Tenure (P&T) cases under review in their units, as well as Mid-Probationary Reviews. Use the "Expected Reviews Form" under "Downloadable Forms". Submit via Blackboard (BB).
<b>Monday, November 7, 2016</b>	Deans/P&T Coordinators submit <b>ALL</b> Unit and College P&T Norms, Criteria and Procedures with the updates for appointments to senior-rank Lecturer and Instructor included. Submit via Blackboard.
<b>Wednesday, December 14<sup>th</sup>, 2:00-3:30</b>	Organizational Meeting for Campus Committee with the Provost and Vice Chancellor for Academic Affairs (VCAA), Vice Chancellor for Health Affairs (VCHA), Dean of the Graduate College (DGC), and Vice Provost for Faculty Affairs (VPFA)
<b>Tuesday, January 3, 2017</b>	Deans/Coordinators submit documents for all P&T Candidates. The <b>original Dossier/Forms</b> should be submitted to OFA, 2715 UH, and uploaded to the P&T Course Page on Blackboard. See P&T Guidelines Part IV, for instructions. Additionally, all "Senior Rank" promotions in accordance with the Collective Bargaining Agreement must also be submitted via blackboard by Jan 13 <sup>th</sup> , 2017
<b>Mid-to-late January, 2017</b>	Human Resources Front End (HRFE) transactions for the non-reappointment of faculty with tenure code "1" due in OFA. E-mail notifications will be sent from OFA in January with the deadline date once set by the Board of Trustees (BOT).
<b>Tuesday, Jan. 31<sup>st</sup> -Thursday, Feb. 2<sup>nd</sup>, 2017</b> <b>Tuesday, Feb. 7<sup>th</sup> - Wednesday, Feb. 8<sup>th</sup>, 2017</b> <b>Location: 2850 University Hall, 601 S. Morgan St.</b>	Campus P&T Committee Deliberations.
<b>Friday, February 17, 2017</b>	Vice Provost for Faculty Affairs notifies Deans of Campus Committee Voting Results
<b>Friday, February 24, 2017</b>	P&T Committee submits its recommendations to Provost/VCAA, VCHA, and DGC.
<b>March 7<sup>th</sup>, 2017, 8:30-2:00</b> <b>March 8<sup>th</sup>, 2017, 2:30-5:00 (tentative)</b>	P&T Case Review with Provost/VCAA, VCHA, and DGC.
<b>Friday, March 17<sup>th</sup>, 2017, 1:30-2:30</b>	Provost/VCAA, VCHA, and DGC Debriefing Meeting with Campus P&T Committee.
<b>Friday, March 31, 2017</b>	The Provost/VCAA, VCHA, and DGC submit recommendations to the Chancellor and notify Deans (Exec. Officers cc'd). Appeals and supporting documentation, of the recommendations to the Chancellor must be made by 5:00 PM on Monday, April 11, 2017.
<b>April 13<sup>th</sup>, 2017, 2:00-3:30</b>	Provost/VCAA, VCHA, and DGC debriefing meeting with Chancellor
<b>Monday, April 17, 2017</b>	Appeals from P&T Candidates due to the Office of the Chancellor, 2833 University Hall (MC 102)
<b>Friday, May 12, 2017</b>	The Chancellor notifies P&T Candidates of recommendations to the BOT, regarding Promotion and/or Tenure.
<b>Friday, May 26, 2017</b>	Deans submit appropriately signed Mid-Probationary reviews to the Office for Faculty Affairs, electronically, by uploading them into the Mid-Probationary Review Course Page on Blackboard.
<b>Mid-to-late June 2017</b>	HRFE transactions for the non-reappointment of faculty with tenure code "2" through "6" being issued a Terminal Contract for AY16-17, due in HR and list of names sent to OFA. If the faculty member resigned, submit a copy of the resignation letter to HR and OFA (with list). A deadline notification will be sent from HR in June.

Updated 5/2016

